

MEETING OF THE
BOARD OF LIBRARY TRUSTEES
FEBRUARY 13, 2019
MINUTES

Location: Robbins Library Conference Room

Call to Order

Chair Amy Hampe called the meeting to order at 7:17 pm. In attendance were trustees Heather Calvin, Adam Delmolino, Jonathan Gates, Kathy Fennelly, and Joyce Radochia. Also in attendance were Andrea Nicolay, library director. Trustee Stephen Quinlan and Anna Litten, assistant library director, were not in attendance.

FY20 Budget Presentation to Finance Committee (Members Mary-Margaret Franclemont and John Deyst)

Ms. Nicolay presented background information on library budget requests and capital projects to Finance Committee members Mary Margaret Franclemont and John Deyst. The library recognizes and appreciates municipal funding over the past several years to help meet the community's appetite for library services and in light of other significant demands on the budget has proposed a level funded operating budget for FY20. Ms. Nicolay reported that the library administration and trustees anticipate significant capital projects as part of the FY20-24 Capital Plan including the second phase of building repointing in FY20, renovations to Robbins Library with design costs potentially in FY22, and the Fox Library building project with design costs potentially in FY24. Planning is underway around possible sources of support for the renovation and building projects including the Foundation and Friends groups, state aid, and trust funds. Ms. Nicolay also provided background on the warrant article to deaccession the Winfield Robbins Art Print collection as a step toward freeing up library space and funds to better serve the community. Finally, Ms. Nicolay reported that the library will be going fine free as of February 14; she shared the rationale for this decision as a way to remove a barrier to library use and equitable access, and that fines have been a declining and negligible source of revenue to the Town general fund (.03%).

Community Time

There were no members of the public present.

Approval of January 8 Meeting Minutes (vote)

The Board reviewed the minutes of the January 8 meeting. Mr. Delmolino moved to approve the minutes as amended. Mr. Gates seconded. The Board approved the minutes. Ms Radochia abstained.

Collection Site Policy (vote)

The Board reviewed and amended a proposed revision to the Collection Site Policy. Mr. Delmolino moved to approve the revised policy as amended. Ms. Fennelly seconded. The Board voted approval.

Fox Shop Space RFP Update

Proposals submitted in response to the Fox Shop Space RFP are under review. The RFP evaluation team consisting of Library and Town representatives will be conducting interviews with finalists.

Winfield Robbins Art Prints Warrant Article Update

In addition to the update provided as part of the budget discussion with the Library's Finance Committee representatives, Ms. Nicolay discussed communications related to the warrant article and preparations for Town Meeting. The Trustees provided feedback on a proposed FAQ document and next steps.

Library Annual Report

The Trustees reviewed and provided feedback on the draft 2018 Library Annual Report.

Director's Report

The Board reviewed the Director's report and Monthly Snapshot for January 2019. The Trustees requested year to date data be included in the Monthly Snapshot in addition to the year over year data for a single month.

Foundation Liaison Update

Ms. Fennelly and Ms. Nicolay provided an update on the activities of the Foundation. The Foundation received approximately \$60,000 in response to the year-end appeal, held a planning retreat in January, and is continuing to recruit board members. Ms. Fennelly has requested to step down from her role as Foundation Liaison and noted that our new Trustee Mr. Quinlan, who was not present, may be interested. A vote will be taken to replace Ms. Fennelly as Foundation Liaison at the March meeting.

Friends Liaison Updates

The Friends of Robbins liaison Ms. Radochia reported that the group has established a committee to explore future fundraising options to replace DVD rental income when that collection begins circulating for free in FY20. She also shared details on several upcoming Friends of Robbins programs.

Mr. Delmolino provided updates from the Friends of Fox meeting held on February 11. In addition to planned programs such as game nights and concerts, and a new graphic novel book group, a new event series planned to kick off this spring will highlight town news and committee openings.

Communications and Announcements

Ms. Hampe shared communications including a letter confirming the library's state aid, a holiday card from the former Assistant Director, and a thank you card from Pam Watts-Flavin.

Unanticipated Items

Ms. Hampe noted that the warrant article regarding library parking fees was submitted by Andrew Fischer and that he emailed the Trustees regarding the matter on February 12 requesting to discuss the matter with the Board. Ms. Hampe noted that this topic will be placed on a future meeting agenda. Ms. Nicolay will provide background information including the link to the Select Board presentation by Mr. Fischer with the corresponding minute marker.

Date of Next Meeting: March 12, 2019

Adjournment (vote needed)

Ms. Fennelly moved to adjourn. The Board voted to adjourn. Meeting adjourned at 9:14 pm.

Materials Distributed:

February 13, 2019 Meeting Agenda

January 8, 2019 Meeting Minutes

Collection Site Policy

Draft FAQ on the Winfield Robbins Art Print Warrant

Arlington Libraries 2018 Annual Report Draft

Library Director Report

Robbins Library Monthly Snapshot January 2019

Email regarding Library Parking Cost Warrant Article